

CITY OF CLEVELAND
POLICE APPLICANT PERSONAL HISTORY FORM

The City of Cleveland Center is an Equal Opportunity Employer and is committed to a moral, ethical and legal responsibility to insure equitable employment practices irregardless of an individual's race, color, religion, national origin, age, gender, disability or political affiliation. This application is a very important part of the examination process. Please answer all questions as completely as possible. An extensive background investigation will be conducted. The intentional omission or falsification of any material fact is just cause for disqualification of applicant on grounds of dishonesty. All job applications are a matter of public record, however, it is the policy of the City of Cleveland to insure to the extent allowed by law that all personally identifiable information is held in strictest confidence, property safeguarded and the use of such information is limited to valid business, regulatory or legal requirements.

NAME AND ADDRESS:

1. List current complete name and address.

2. Date of Birth: _____ Place of Birth: (City, State) _____

3. Have you ever gone by a different name? Yes _____ No _____

(i.e. nickname, maiden name, name change)

If yes, give name and explain:

EDUCATION:

4. High School Graduate? Yes _____ No _____ GED _____ Year _____

5. Name of High School and location:

6. College Graduate? Yes _____ No _____ Year _____

Degree _____

7. Name of College: _____

If no degree, approximate number of credits: _____

8. Other technical training related to police:

MARITAL STATUS: Single_____ Married_____ Divorced_____ Separated_____ Widowed_____

RELATIVES:

9. Spouse's name_____

10. Spouse's occupation_____

11. Former spouse's name_____

12. Do you have any children? (list names, sex, age)

13. Brother(s) and sisters(s) names and addresses

14. Name and address of all individuals with whom you have lived during the last 15 years (include relatives other than parents)

EXPERIENCE:

15. What are your career goals?

16. How long do you expect to be with this department?_____

17. What other police or emergency services agencies do you have applications with?_____

18. Have you ever been employed with another police or emergency services agency? Yes_____No_____ If yes, give names and dates_____

19. Are you still employed with another agency? Yes_____ No_____ If not, explain reason for leaving.

20. If you were employed by another agency, did you ever receive any disciplinary actions?
Yes_____ No_____ If yes, explain

21. Were you ever rejected by another agency? Yes_____ No_____ If yes, explain.

EMPLOYMENT:

22. List your present employer, correct mailing address and phone number. Include name of immediate supervisor and the exact date of employment.

23. List all previous employers in the last ten years. Include exact dates of employment, correct mailing address, zip code, phone number, and name of immediate supervisor.

24. Were you ever fired or dismissed from a job? Yes_____ No_____ If yes, explain.

25. Did you ever quit before you were about to be dismissed? Yes_____ No_____ If yes, explain.

26. Were you ever counseled or reprimanded by any supervisor for being late or absent? Yes_____ No_____ If yes, explain.

27. Were you ever counseled or reprimanded for misconduct or unsatisfactory job performance? Yes_____ No_____ If yes, explain.

INDEBTEDNESS:

28. Have any debts/bills ever been turned over to a collection agency? Yes_____ No_____ If yes, explain (when, where, etc.)

29. Have you ever had an item repossessed? Yes_____ No_____ If yes, explain

30. Have you ever filed or declared bankruptcy? Yes_____ No_____ If yes, explain

DRIVING RECORD:

31. Do you have a current valid driver's license? Yes_____ No_____ License number_____ Class_____ State_____

32. List all traffic accidents you have had as the operator of a vehicle. Include dates, if investigated by police, if citation was issued, reason for citation and disposition.

33. Had you been drinking before any of the accidents occurred? Yes_____ No_____ If yes, explain.

34. Have you ever been involved in a hit and run accident? Yes_____ No_____ If yes, explain.

35. Do you have any pending lawsuits because of an accident? Yes_____ No_____ If yes, explain when, where and which court.

36. Have you ever possessed a driver's license from another state? Yes_____ No_____ If yes, which state (s) and License number (s)

37. Has your license ever been suspended, revoked or cancelled in this state or any other state? Yes_____ No_____ If yes, explain.

38. Do you currently have auto insurance? Yes_____ No_____ What company is/was your insurance with?

39. Has your insurance ever been cancelled in this state or any other state? Yes_____ No_____ If yes, explain.

40. Were you ever denied auto insurance? Yes _____ No_____.

41. List all traffic tickets (except parking) you have received in this state or any other state. Include dates and location.

42. Do you have any parking tickets in this state or any other state that have not been paid? Yes_____ No_____ If yes, Explain

ARREST/CRIMINAL BACKGROUND:

43. Have you ever committed or participated in, or conspired to commit any of the following serious crimes:

Murder_____	Larceny_____
Rape_____	Robbery_____
Manslaughter_____	Arson_____
Sex Crimes_____	Burglary_____

Other (explain):_____

44. Have you ever been convicted of any crime as a juvenile? Yes_____ No_____ If yes, explain (when, where, charge):

45. As a juvenile, did you ever have to report to a juvenile officer? Yes_____ No_____ If yes, explain:

46. Were you ever expelled or suspended from school? Yes_____ No_____ If yes, explain (when, where, charge):

47. Have you ever been arrested as an adult? Yes_____ No_____ If yes, explain (when, where, charge):

48. Do you have any criminal charges, as a juvenile or adult, that have been expunged or dismissed?
Yes_____ No_____ If yes, explain (when, where, charge):

49. Have you ever been served a summons to appear in court? Yes_____ No_____ If yes, explain (when, where):

50. Have you ever been in jail, prison or any type of correctional facility because of a motor vehicle charge or criminal charge? Yes_____ No_____ If yes, explain (when, where, charge):

51. Have you ever appeared in court as an accused? Yes_____ No_____ If yes, explain (when, where, charge):

52. Did you ever steal anything valued at \$200.00 or more? Yes_____ No_____ If yes, explain (what, when, where):

53. Did you ever steal anything valued at under \$200.00? Yes_____ No_____ If yes, explain (what, when, where):

Include:

Shoplifting_____

From other person_____

Money_____

From employer(s)_____

Merchandise_____

From residence_____

Office supplies_____

From parents/relatives_____

Government_____

Receive stolen goods_____

54. Have you ever been placed on parole or probation? Yes_____ No_____

55. Do you presently owe any money on court fines? Yes_____ No_____

56. Have you ever caused the death of another person? Yes_____ No_____

57. Have you ever accompanied others while they engaged in any criminal act? Yes_____ No_____ If yes, explain:

58. Did you ever commit perjury? Yes_____ No_____ if yes, explain (when and where):

59. Have you ever deliberately damaged or destroyed the property of an employer? Yes_____ No_____ If yes, explain:

MILITARY:

60. List all military service. Include branch, exact entrance and discharge dates and type of discharge:

61. While in the military, did you receive any type of punishment(s)? Include fines, extended duty time, loss of leave, loss of rank, etc. Also type of hearing (when, where) Yes_____ No_____ If yes, give brief description of charges and punishment:

62. Were you honorably discharged from the military? Yes_____ No_____ If not, explain fully type of discharge:

63. Did you complete your entire enlistment period? Yes_____ No_____ If not, explain why:

64. Were you ever in a Reserve or National Guard Unit? Yes_____ No_____ If yes, give exact dates and location of unit:

65. Were you ever turned down by any military unit? Yes_____ No_____ If yes, explain why, when, where:

66. Did you ever steal anything from the military? Yes_____ No_____ If yes, explain what, when, where:

67. Were you discharged under a condition which prohibits your reenlistment? Yes_____ No_____

DRUGS:

68. Have you ever been arrested for any drug violation(s)? Yes_____ No_____ If yes, explain:

69. Have you ever violated the law by the use of the following drugs without a prescription? (Do not respond yes, if you lawfully used any of the following as prescribed for you by a physician).

Marijuana_____	Explain_____
L.S.D_____	Explain_____
Cocaine_____	Explain_____
Heroin_____	Explain_____
Amphetamines_____	Explain_____
Barbiturates_____	Explain_____
Any other drug_____	Explain_____

70. Have you ever been convicted of possession or the use of any of the above listed drugs? Yes_____ No_____ If yes, explain:

71. Did you ever sell any type of illegal drug? Yes_____ No_____ If yes, explain:

72. Have you ever bought any type of illegal drug? Yes_____ No_____ If yes, explain:

How often:_____

Largest amount ever purchased:_____

73. Are you currently using any type of illegal drug? Yes_____ No_____ If yes, what type of drug:_____

74. Have you ever grown marijuana or mushrooms? Yes_____ No_____

75. Have you ever given away illegal or unauthorized prescription drugs? Yes_____ No_____

76. Do you drink alcoholic beverages? Yes_____ No_____

77. Have you ever been arrested because of drinking? Yes_____ No_____ If yes, explain:

78. Have you ever consumed alcoholic beverages on any job during working hours? Yes_____ No_____ If yes, explain: _____

79. List three (3) personal references (include complete names, addresses and phone numbers, including zip codes and area codes):

1. _____ 2. _____ 3. _____

I certify that all answers to the above questions are true and I understand that any misrepresentation of material facts in this questionnaire will be cause for disqualification as an applicant for the position of Police Officer.

Signature: _____ Date: _____